NGGDPP Read Me Guidelines
A guide for submitting the NGGDPP Grant Proposal

• READ Program Announcement carefully and address each point explicitly. Modifications to "Attachment A – Application" occur from year to year. The application review panel cannot make assumptions about or interpret what is or is not included in the application.

• PRIORITIZE each proposed grant objective 1-4 using a scale from 1 to 4, with "1" being the top priority. Please note if funds are awarded for fewer grant objectives than the number listed in your submittal, portions of the proposal (Introduction and Project Objective) may need to be modified to accommodate this change.

• Each grant objective must be financially independent from the other objectives and show, at least, a 1:1 funding match (Federal/State) for each proposed objective. Federal funding cannot exceed 50% of the total cost of the project. Failure to provide a 1:1 budget description for each grant objective shall result in disqualification of the grant proposal.

• PROVIDE detailed information for project personnel including senior staff. ENSURE appropriate salary allocation for supervisory input/oversight. Assigning senior staff to NGGDPP funded tasks (or in-kind salary offsets) for an extended period of time for supervisory or other management purposes without a description and specific justification relating to the senior staff's NGGDPP work may result in disqualification of the grant proposal. If your project personnel include contractors, include a detailed estimate of the number of contractors, hourly rate charged, and scope of work. A table in the application is provided for this information; submission of separate curriculum vitae (CVs) or resumes is not needed.

• PROVIDE rationale for choosing which data to inventory, create metadata, create digital infrastructure, or propose data rescue. All collections you propose to work on must be owned by your State.

• If the data for which you are requesting funding might be available from another source (e.g., state oil and gas commission), MAKE THE CASE for why your State geological survey is the authoritative source and why your State is requesting NGGDPP funds to "preserve data and collections" that may be owned by another State entity.

• Funding requests for computer programming and equipment (such as scanners, computers, and media) are acceptable provided they are necessary for the successful completion of the proposed work as it relates to the NGGDPP objectives. What is not appropriate is NGGDPP funding for software licenses, database software systems, or equipment that would be required for your State's IT infrastructure and operation regardless of your proposed NGGDPP-related work.

• DOCUMENT prior work conducted using NGGDPP funds. The grants review panel may not know anything about your prior work. Include all preliminary results and prior work in Appendix 1 table. Appendix 1 is not included in the 15 page grant application page limit.

• Explain your organization's Long-Range Data-Preservation Plan. If you do not have a Long-Range Data Preservation Plan, please PROVIDE a brief explanation of how your State will create its Long-Range Data-Preservation Plan.

• For metadata requirements, reference the NGGDPP metadata elements necessary to validate the catalog metadata entries: http://datapreservation.usgs.gov/docs/NGGDPPMetadataProfile.pdf

• Begin preparing your application at Grants.gov well in advance of the due date; do not wait until the due date to begin the submission process.

• Make sure you see a "confirmation" screen at the time you submit your proposal. Several days after you submit your proposal, you should receive an email of Submission Receipt (with "Track My Application" link) and an e-mail of Submission Validation (or Rejection with Errors). Additional explanation of these steps is in the Program Announcement.

Applications will be evaluated according to the following criteria

• Technical merit of the application - merit and technical viability of the proposed approach and the probability of achieving positive results within the designated period.

• Relevance - relevance of the proposed data preservation activities relative to the USGS NGGDP Program goals and the State's long-range data-preservation plan.

• Competence and recent performance of Principle Investigator (PI) and team members - experience and competence of the PI and coworkers, and the promptness with which the results from previous NGGDPP funded projects were submitted in Final Technical Reports. Performance records and capability to provide necessary facilities and support to ensure satisfactory completion of the proposed work is also considered.

• Appropriateness and reasonableness of the budget - the proposed budget: 1) must describe how Federal funds will be matched 1:1 by state funds, 2) is commensurate with the level of effort needed to accomplish the project objectives, and 3) is reasonable relative to the value of the anticipated results.

Contacts

• For general questions or suggestions about NGGDPP process, contact Natalie Latysh, Associate Program Coordinator, (303) 202-4852, nlatysh@usgs.gov or nggdpp@usgs.gov

• For Grants.gov questions, contact Laura Mahoney, (703) 648-7344, lmahoney@usgs.gov or
http://www.grants.gov/applicants/app_help_reso.jsp
http://www.usgs.gov/contracts/grants/grantsgov.html

• For Contract questions, contact Maggie Eastman, (703) 648-7366, mrussell@usgs.gov